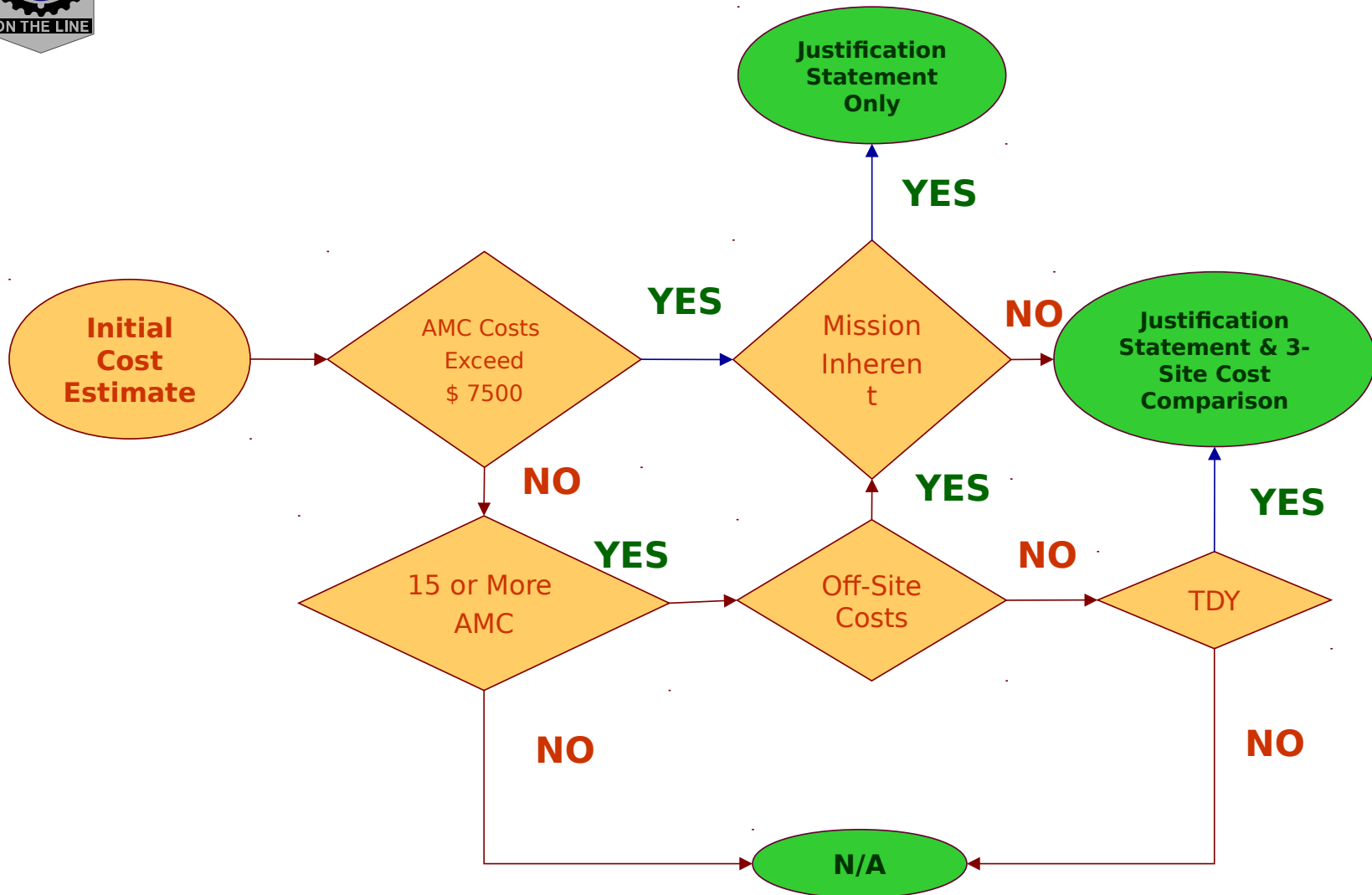




# Conference Decision Tree





# Definitions

- ✓ **15 or more AMC** - Will there be 15 or more AMC participants? Include participants from HQ AMC, HQ AFSC, HQ JMC, AFSC & JMC subordinates, and other AMC major subordinate commands and special reporting activities.
- ✓ **AMC Costs Exceed \$7500** - Does the initial cost estimate exceed \$7500? (See definition below.)
- ✓ **Initial Cost Estimate** - Make a rough estimate of the cost of the conference to AMC. Include travel, lodging, and per diem costs for all AMC participants;  
room and equipment rental fees, etc.



# Definitions (continued)

- ✓ **Justification Statement & 3-site Cost Comparison - Complete AMC Conference Planning Forms 2765-R-E and 2766-R-E, as well as a 3-site cost comparison. You may use the optional cost comparison spreadsheet posted on our web page. If the conference costs exceed \$7500 for AMC, you will need the approval of your conference approval authority.**
- ✓ **Justification Statement Only - Complete the AMC Conference Planning forms as above, but not the 3-site cost comparison. You may still use the optional cost comparison spreadsheet to determine the total cost of the conference.**



# Definitions (continued)

- ✓ **Mission Inherent** - Ask yourself, “Can we hold this conference at another location?” If the answer to this question is yes, then most likely the conference is not mission inherent. Examples of mission inherent conferences are command assessments, audits, or inspections of specific installations. It would not be feasible to hold these conferences at locations, other than the installations you are reviewing .
- ✓ **N/A** - This meeting does not meet the definition of a conference in the context of the OSC-R 1-5. You will not need to complete the AMC Conference Planning Forms or the 3-site cost comparison.



# Definitions (continued)

- ✓ **Off-Site Costs - Will there be off-site costs to the Government? Includes conference room or equipment rental fees, set-up fees, etc. (In some instances, hotels or restaurants provide conference facilities at no cost to the Government.)**
- ✓ **TDY - Will the AMC attendees incur any TDY costs?**